

How To Apply for a New (Original) License

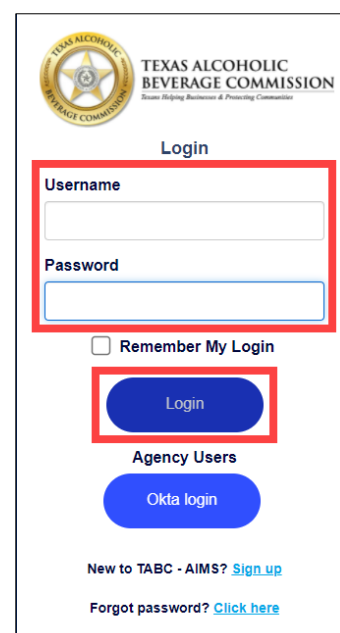
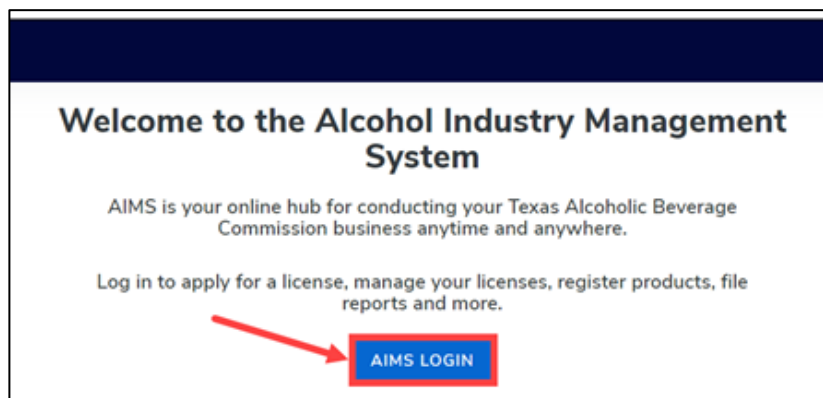
Use this guide if you:

- Don't have an active TABC license or permit.
*See the **How To Create an Account in AIMS** guide before proceeding.*
- Want to apply for a new license under an existing business entity.
*See the **How To Create an Account in AIMS** and **How To Claim Your Business in AIMS** guides before proceeding.*
- Want to apply for a new license under a new business entity but have existing entities.
*See the **How To Create an Account in AIMS** and **How To Claim Your Business in AIMS** guides before proceeding.*

Note: If you do not know the type of license or permit you need, visit the [TABC License and Permit Types page](#) before you start this process.

1. Log in to AIMS:

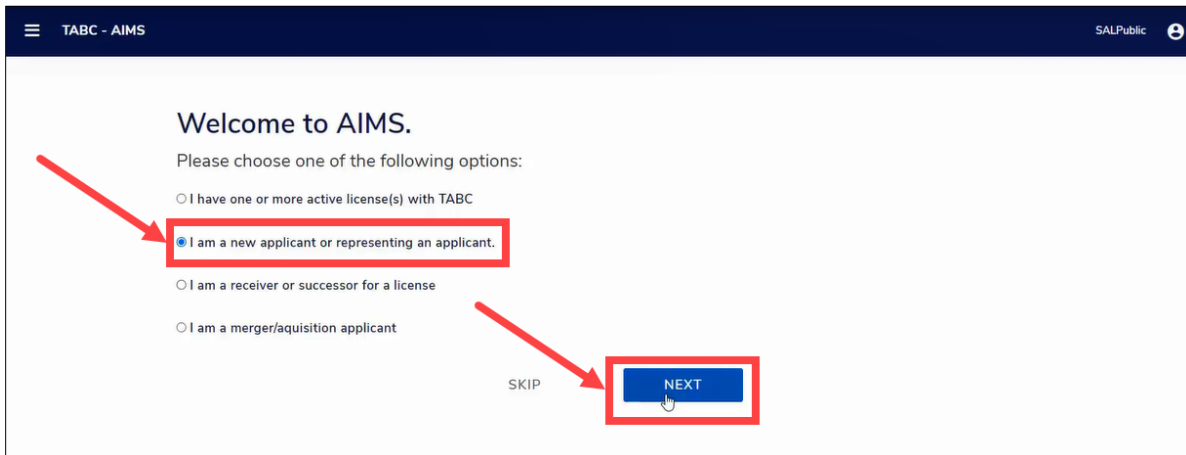
- Enter tabc.texas.gov/aims in Google Chrome or Microsoft Edge on any device.
- Click **Visit AIMS**.
- Click **AIMS LOGIN** once on the AIMS landing page.
- Enter **Username** and **Password**. Click the **Login** button.



2. a) If you do not have an active license, select “**I am a new applicant or representing an applicant**”.

Click the **Next** button.

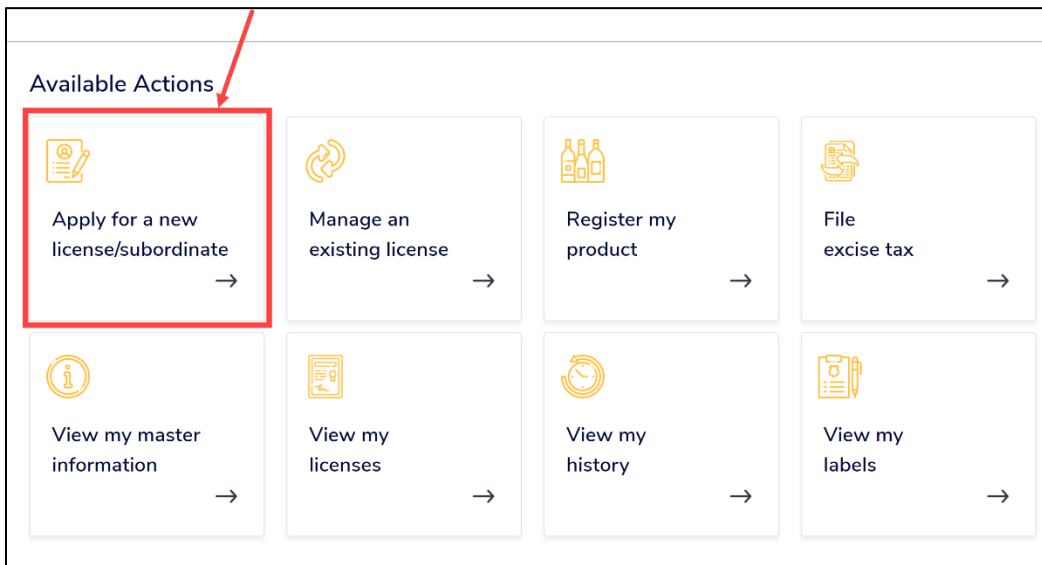
Proceed to Step 3.



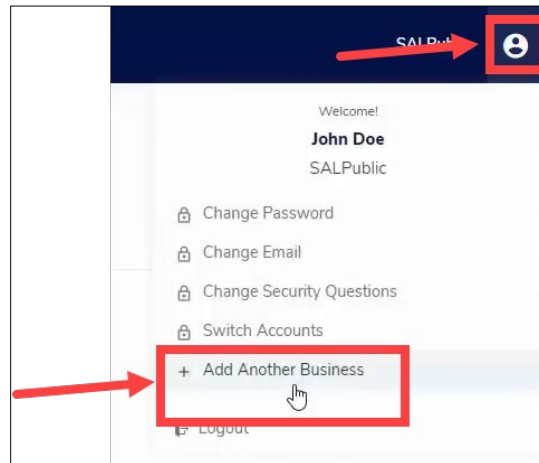
- b) If you want to add a license or permit to an existing business entity. Select that business entity to view the dashboard of that business entity.

Click **Apply for a new license/subordinate** from the entity’s dashboard.

Proceed to Step 3.



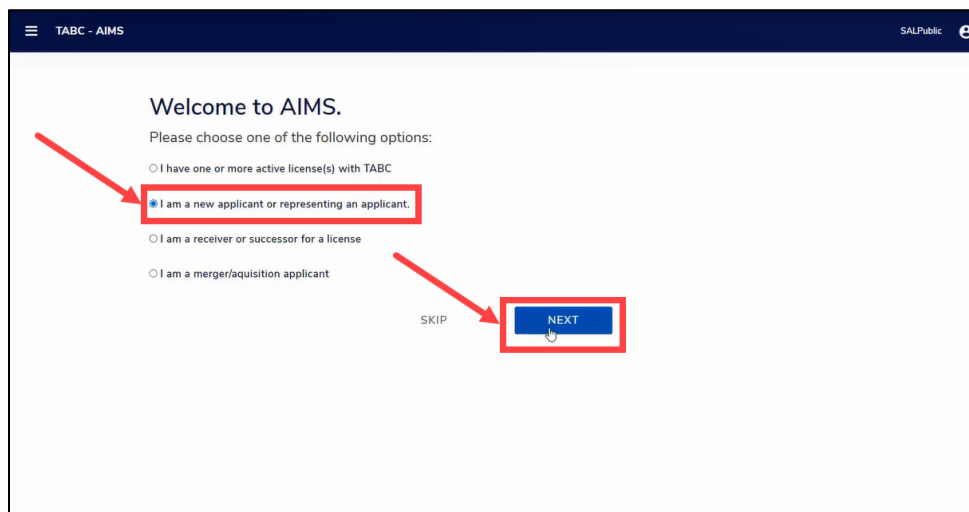
c) If you want to apply for a new license under a new business entity, click the **person icon** in the upper right corner and select **+Add Another Business**.



Select **I am a new applicant or representing an applicant.**

Click the **Next** button.

Proceed to Step 3.





3. Answer the questions as they appear. Select the license type from the **dropdown list**.











Click the **Next** button.

4. View the information under **Before You Begin** and **Initial Application Information**.



5. Complete the information under each button, and follow the instructions in AIMS.

Note: You may pause and return to the application process at any point. Each button you complete is automatically saved. Each button will be highlighted with a blue check after you complete it.

 Before You Begin	 Initial Application Information	 Location Address	 Sixty Day Sign Requirement	 Projected Sales
 Property Ownership	 Location Diagram	 Location Investment	 Bonds	 Finalize Application

As part of the finalization process, download the Licensing Application Summary that includes Comptroller and Local Government Certification paperwork, which must be completed outside of AIMS.

Once you finalize them with the appropriate parties, upload the completed certifications into AIMS under the **Finalize Application** button.

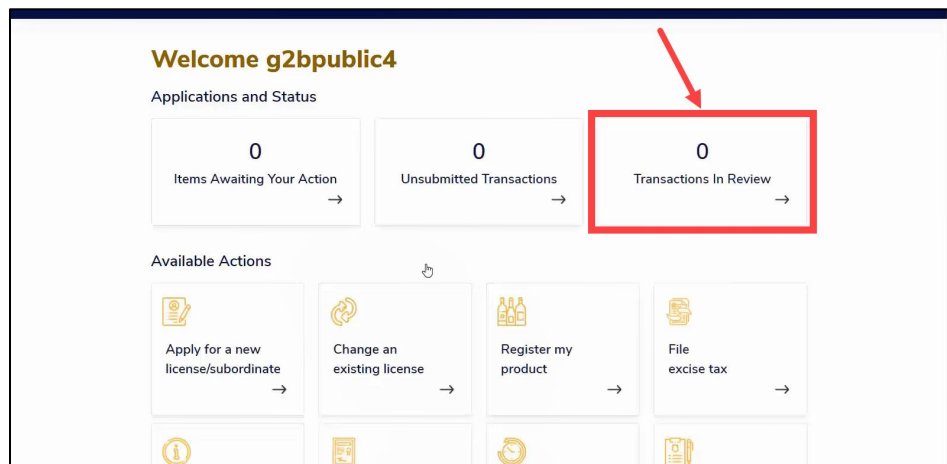
Certificate of city secretary *	<input type="text" value="SELECT FILES..."/>
Certificate of county clerk *	<input type="text" value="SELECT FILES..."/>
Comptroller of public accounts certificate *	<input type="text" value="SELECT FILES..."/>
Certificate of city secretary for late hours license/permit *	<input type="text" value="SELECT FILES..."/>
Certificate of county clerk for late hours license/permit *	<input type="text" value="SELECT FILES..."/>
Publishers Affidavit *	<input type="text" value="SELECT FILES..."/>



- When all tiles are complete, submit payment by following the instructions presented on the screen.

The screenshot shows the 'Payment' screen in the AIMS system. At the top, there is a progress bar with four steps: 1. Payment Type, 2. Customer Info, 3. Payment, and 4. Submit Payment. The 'Payment' step is currently active. The main content area is divided into three sections: 'Payment Type' (set to 'Credit Card'), 'Customer Information' (showing address, phone number, and email address), and 'Payment Information' (showing credit card details like number, type, expiration date, security code, and name). A 'Next' button is at the bottom right, and a 'Cancel' button is at the bottom left. On the right side, there is a 'Transaction Summary' section showing 'License Fee' and 'Texas.gov Price'. Below that, a 'Need Help?' section provides instructions for credit card payment.

Check the status of your application anytime by selecting the **Transactions in Review** button on your business entity's dashboard.





If TABC approves your application, click the **Manage an existing license** button to print and post your new license or permit in your business. For additional help printing your license, view the **How To Print Your License** guide on the [How To Use AIMS webpage](#).

